

Annual Action Plan
Application For Funding
For City 2018
For the Department of Housing and Urban Development

2017

CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT



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PLANNING AND COMMUNITY DEVELOPMENT

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

As proposed the programs and projects included in this year's Annual Action Plan (FFY 2017 - City FY 2018) are based upon the Priority Needs and Goals identified in the City's Consolidated Plan. Since the development of the City's first Consolidated Plan the annual elements have pretty much been consistent with the priorities identified in the Consolidated Plan with little variance in the strategies from year to year. However, over the past several years and more so, the most recent few, the City has undergone steady and significant changes. In response to those changes, new Priority Needs and goals were developed in conjunction with the 2015-2019 Consolidated Plan so as to be consistent with current needs and priorities of the City.

A review of HUD's 2016 Low and Moderate Summary Income Data indicates that 44.8% of Manchester's households have incomes that are less than 80% of the median income compared to 52.2% in 2013, 47% in 2005 and 43% in 1990. American Community Survey 2010-2014 data indicates that 15% of Manchester's population is below poverty level, 12.8% of Manchester's Citizens do not have health insurance coverage and 12.6% of residents above the age of 18 are not high school graduates. The City's demographic makeup has changed becoming more diverse and assimilating many new immigrants from all over the world into the community. These latest citizens bring with them new, differing and not insignificant demands upon the local support infrastructure. Coupled with the needs of a growing low income population, the City has been challenged to appropriately and effectively provide the varied services necessary for these community members

The Priority Needs and Goals identified in the Consolidated Plan were created as a result of soliciting input from the community. However, the ability of the City to address these needs and achieve the goals has been made more difficult as a result of decreasing resources. Since FY 2005, the City of Manchester has sustained CDBG reductions in excess of 21% which effectively has reduced the public service cap making public services assistance to the increasing low income households and minority populations of Manchester even more difficult.

The City's ability to deal with the increased demands and changing priorities while complying with the applicable Community Development Block Grant (CDBG) regulations has been greatly facilitated by having a section of the City designated as a Neighborhood Revitalization Strategy Area (NRSA) several years ago in combination with the Manchester Community Resource Center (MCRC) becoming a designated Community Based Development Organization (CBDO). The City's NRSA was realigned in 2015 to include the upper quartile of the most impoverished block groups, as indicated by the most recent American Community Survey Census data.

2. Summarize the objectives and outcomes identified in the Plan

Annual Action Plan
2017

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This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The statutes for HUD's formula grant programs set forth three basic goals against which the Consolidated Plan and the City of Manchester's performance under this plan will be reviewed by HUD. The Consolidated Plan as a result must state how it will pursue these goals for all community development programs, as well as all housing programs. The three objectives are: (1) Decent, Affordable Housing; (2) Suitable Living Environment; and (3) Economic Opportunities. The three outcomes are: (1) Availability/Accessibility, (2) Affordability, and (3) Sustainability.

In compliance with the above directives, this Consolidated Plan sets for the following priority needs and goals.

Priority Needs

1. Affordable Housing
2. Provide Fair Housing Counseling and Representation
3. To Provide Emergency Shelter
4. To Provide Outreach to Individuals Living in Streets
5. To Provide Tenant Based Rental Assistance
6. To Provide Transitional Housing
7. To Provide Rapid Re-Housing Opportunities
8. For all applicable Agencies to Use HMIS System
9. To Provide Homeless Prevention Activities
10. Provide Home Ownership Down Payment Assistance
11. Safe and Sanitary Housing
12. Supportive Neighborhood Living Environments
13. To Prevent Youth from Engaging in Crime
14. Youth Counseling, Programming and Supportive Service
15. Provide Elderly Independent Living Support Service
16. Provide Childcare Options for Working Parents
17. Access to Health Care
18. Access to Supportive Services that Target Refugees
19. Provide Support to Abused/Neglected Children
20. Economic Wellbeing for all Manchester Citizens
21. Provide Support to Manchester Businesses
22. Provide Youth and Summer Recreation Programming
23. Safe and Affordable Places for Physical Activity
24. ADA Access to Sidewalks, Streets, etc.
25. To Address Deteriorating Streets, Sidewalks, Etc.

26. Address Deteriorating Conditions in City Buildings
27. Effective Administration of State/Federal Programs
28. To Implement Various Planning Studies
29. To Teach Job Skills Through Classroom & Training

Goals

1. Increase the Number of Affordable Housing Units
2. Equal Access to Affordable Housing Opportunities
3. Address Homelessness Issues
4. Increase Community Supportive Living Environments
5. Increase Manchester High School Graduation Rate
6. Perpetuate the Independent Living of the Elderly
7. Increase Access/Availability to Affordable Childcare
8. Support Health Care Activities for Underinsured
9. Assimilate Refugees Into The Community
10. Decrease the Number of Abused/Neglected Children
11. Increase Manchester Employment Opportunities
12. Increase Recreation Programming for Low/Mod Youth
13. Increase Year Round Access to Recreation Facilities
14. To Create a Universally Accessible City
15. Support the City's Infrastructure System
16. Improve Condition of Buildings Accessed by Public
17. Facilities Efficient Planning/Public Management
18. Prepare Individuals for Gainful Employment

The investment of Entitlement funding plus program income plus unprogrammed funds (CDBG \$2,018,500, HOME \$519,662 & ESG \$151,302) during the upcoming program year will assist 27 agencies and 4 city departments with the implementation of 48 projects. All of these projects are consistent with the Priority Needs and Goals identified in the 2015-2019 Consolidated Plan.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Between FY 2017 and FY 2018, the number of requests for assistance remained constant. The amount of funding requested by non-City organizations decreased from \$1,339,392 to \$1,283,547. The

significant number and types of projects contained within our 2018 CIP (13 agencies funded) reflects the City's response to their requests. The 2018 CIP also continued the trend of supporting non-capital City Public Service initiatives that were carried out with Entitlement Funds as well, with four City Departments administering Programs funded with CDBG funds.

Planning Staff is happy to report that the City's investment of Entitlement funding will support the majority of Priority Needs and Goals identified in the 2015-2019 Consolidated Plan. With the exception of Goal 11 – Increase Manchester Employment Opportunities, all other goals have been represented. Given the demand for operational support by the nonprofits, and requests for Public Service initiatives by City Departments still exists, the City will continue to rely upon its CBDO to meet the needs of the community. As proposed, the City will subgrant approximately \$664,500 to MCRC to support activities that are consistent with the CBDO's mission. As a result, a number of sub-grantee agencies (14 estimated) will receive funding to operate programs without impacting the City's 15% Public Service cap. The City continues to view the CBDO / NRSA designation as critical in order to be able to respond to the needs of the Community. However, it is important to note that Planning Staff is mindful that Entitlement funding should be distributed in a manner that best achieves all of the goals and needs that have been identified in the Consolidated Plan.

The City is confident that the HUD 2017 CAPER will demonstrate that all of the needs and goals identified in the 2015-2019 Consolidated Plan will be addressed. This will be achieved as a result of the development of new needs and goals based upon the self-evaluation of past programs and the citizen participation process.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City will include mechanisms for citizen participation in the development of each Annual Action Plan, as follows:

- 1) Two public hearings will be held each year to solicit input for the proposed Action Plan and budget and to allow comment on program performance.
- 2) The Director of Planning and Community Development will accept written testimony regarding the Annual Action Plan.
- 3) The Community Improvement Program staff will continue to track citizen complaints/concerns/comments received by the City.

The Department of Planning and Community Development maintains a citizen participation mailing list containing community service, housing and economic development agencies, community leaders, and persons who expressed interest in the City's community development programs or the consolidated

planning process. There were approximately 75 agencies and/or persons on the list at the time this citizen participation program was [originally] written. Citizens who contribute comments at public hearings or submit written testimony may be added to the citizen participation mailing list, as will any other persons who express interest in participation. Persons/organizations included in the mailing list will be notified of specific opportunities for further participation in the consolidated planning process.

The City will actively promote opportunities for citizen participation. It will publicize public hearings and opportunities to submit written testimony as follows: (1) letters sent to community leaders and all persons/organizations who have requested to be on the mailing list; (2) a notice in the Union Leader; (3) a press release sent to local media may be sent; and (4) a notice posted on the City's Internet web site at www.manchesternh.gov. Public hearings were held at the at the Dearborn Memorial Building Oddfellows Hall on January 10, 2017 and the William B. Cashin Senior Center on January 12, 2017.

The City will encourage participation by low and moderate income persons by including agencies that represent such persons in its mailings and requesting that such agencies help publicize opportunities for participation. All of the opportunities described in section (i) above, are accessible to low and moderate income persons.

The City will work with Manchester Housing and Redevelopment Authority (MHRA) to encourage participation amongst residents of public housing complexes.

In accordance with the City of Manchester's Citizen Participation Plan, a legal notice was published in the Union Leader on April 7th, 2017 announcing the availability a draft of the HUD FY2017 Annual Action Plan for the City FY2018 for public review. The draft was available for public review during a 30 day comment period from April 10, 2017 at 5:00 p.m. through May 11, 2017.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

City Staff invited verbal comments and solicited written comments as well. See attached document, "AP-05/AP-12 Summary of Public Hearing Comments."

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments were not accepted.

7. Summary

Contingency Plan - In the event that the City does not receive the anticipated amounts of HUD Entitlement funding (CDBG, HOME and ESG), the City will take the following actions:

1. If funding is reduced, CIP Staff will recommend that all project budgets be reduced in accordance with the percentage of the decreased appropriation. City departments and non-city applicants will be contacted to confirm if projects/programs can still be completed with reduced funding. Excess funding from projects that cannot be implemented as a result of funding reductions will be redistributed equally to all projects. Applicable project/program budgets will be revised and submitted to the Board of Mayor and Alderman for approval.
2. If funding is eliminated, CIP Staff will attempt to identify alternative funding sources. If alternative funding sources are identified, project/program budgets will be revised and submitted to the Board of Mayor and Alderman for approval. If alternative funding sources are not identified, project/programs will not be funded.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	MANCHESTER	Planning and Community Development
HOME Administrator	MANCHESTER	Planning and Community Development
ESG Administrator	MANCHESTER	Planning and Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The Manchester Planning and Community Development Department serves as the lead agency responsible for coordinating the development of the Consolidated Plan. This Department also developed the City's previous four Consolidated Plans and has a demonstrated ability to bring together local and state agencies for the purpose of identifying resources and bridging gaps in local service programs.

The Planning and Community Development Department monitors the progress of City departments/agencies receiving funding from the Community Development Block Grant, HOME, ESG as well as various other HUD funded programs including but not limited to; Neighborhood Stabilization: Homeless Prevention Rapid Re-Housing Housing: American Recovery Act and Lead Hazard Control Grant Programs. The Planning and Community Development Department's staff provides technical assistance to social service agencies and the City's housing providers.

In addition to activities associated with social service activities, Department Staff supports and provides assistance to local organizations seeking to obtain federal, state and local funding for housing opportunities that will enhance the permanent affordable housing inventory in Manchester. It also monitors federal funds distributed to emergency and transitional housing providers and other supportive housing agencies

to assure that the allocated funds continue to support the needs of Manchester's homeless population. The Planning and Community Development Department seeks to assist in the identification of solutions to the problems of Manchester's increasingly diverse population by working in direct partnership with community organizations servicing and advocating for that population.

In 1975 the City of Manchester created the Community Improvement Program (CIP) as a formal mechanism to manage the receipt of various types of federal and state grant programs.

The CIP budget integrates the planning and policy considerations of a capital improvement budget with other community needs. Since its inception, the City, through CIP, has applied for and received several major grants both on an entitlement basis and through various competitive processes.

Consolidated Plan Public Contact Information

The Legal Notice for the 2017 Annual Action Plan for HUD 2017 included the following information:

Copies of the draft 2017 Annual Action Plan will be available for public inspection beginning on April 10, 2017 at the following locations during regular business hours: Planning & Community Development Dept., One City Hall Plaza, Manchester, NH; Manchester City Library, 405 Pine Street, Manchester, Manchester Community Resource Center, 434 Lake Avenue, Manchester.

Available digitally at: <http://www.manchesternh.gov/website/Departments/PlanningandCommDev/CommunityImprovementProgram>

Questions regarding the 2017 Annual Action Plan may be addressed to CIP Coordinator, Todd Fleming in the Planning and Community Development Department at 624-6450.

The public is encouraged to submit comments on the proposed Action Plan until May 11, 2017. Please submit written comments to the City of Manchester Department of Planning and Community Development, One City Hall Plaza, Manchester, NH 03101.

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The Department of Planning and Community Development maintains a citizen participation mailing list containing community service, housing and economic development agencies, community leaders, and persons who expressed interest in the City's community development programs or the Consolidated Planning process. There were approximately 107 agencies and/or persons including representatives from health, mental health, social service and workforce development agencies on the list at the time this Action Plan was written. Citizens who contribute comments at public hearings or submit written testimony may be added to the citizen participation mailing list, as will any other persons who express interest in participation. The City has collaborated with the regional planning commission to assist with the completion of the Consolidated Plan and the Analysis of Impediments to Fair Housing. Another City partner is the Manchester Housing and Redevelopment Authority (MHRA). MHRA provides valuable input for the City's Consolidated Plan, Action Plan, and CAPER as well as other updates throughout the year. They also develop affordable housing units with City HOME funds that address the needs of the population.

The City works closely with the CBDO--Manchester Community Resource Center--during the preparation of the Consolidated Plan/Annual Action Plan and throughout the program year to assess and evaluate social service needs in the City.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The Department of Planning and Community Development maintains a citizen participation mailing list containing community service, housing and economic development agencies, community leaders, and persons who expressed interest in the City's community development programs or the consolidated planning process. There were approximately 107 agencies and/or persons including representatives from health, mental health, social service and workforce development agencies on the list at the time this Action Plan was written. Citizens who contribute comments at public hearings or submit written testimony may be added to the citizen participation mailing list, as will any other persons who express interest in participation. The Planning and Community Development Community Improvement Program Staff collaborate with the Manchester Health Department on identifying and addressing health needs of Manchester residents which includes reviewing the 2014 Manchester Neighborhood Health Improvement Strategy to ensure that the Consolidated Plan goals support the overall NHIS.

The City also collaborates with the Southern NH Planning Commission on various planning and zoning studies such as the regional analysis of Impediments to Fair Housing. Another City partner is the Manchester Housing and Redevelopment Authority (MHRA). MHRA provides valuable input for the City's Consolidated Plan, Action Plan, and CAPER as well as other updates throughout the year. They also develop affordable housing units with City HOME funds that address the needs of the population.

The City strongly encourages partnerships among Social Service agencies to create synergies where appropriate and reducing costs. Specifically, the City will ask individual agencies about their partnerships with similar organizations and take that into account when evaluating projects. As previously mentioned the City works closely with the CBDO--Manchester Community Resource Center--during the preparation of the Action Plan and throughout the program year to assess and evaluate social service needs in the City.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City coordinates closely with the Manchester Continuum of Care (MCoC) to address the needs of various homeless populations in the jurisdiction. Prevention/diversion activities are utilized at all MCoC agencies during business hours in alignment with Manchester's coordinated entry work.

Chronically homeless individuals and families.

Manchester had seen a decline in permanent supportive housing beds dedicated for Chronically Homeless (CH) from 71 in 2014 to 56 in 2015. The MCoC has decided to focus on prioritization over dedication of permanent supportive housing beds. Therefore, all MCoC organizations funded through HUD's Continuum of Care Notice of Funding Availability ("NOFA") have agreed to prioritize 100% of turnover beds for chronically homeless, up from 90% in 2015. It is important to note that the number of chronically homeless people in Manchester has continued to decline despite the decrease in dedicated beds.

Households with dependent children.

The MCoC counted one unsheltered family in the 2017 Point in Time count, which is the same number as the 2016 count. The MCoC's Permanent Housing and Rapid Rehousing are major assets for families. Homeless Prevention includes education, positive landlord relationships, City initiatives around lead poisoning, bedbugs or other infestations, and individualized diversion strategies. Outreach is ongoing with the Manchester School District, Child & Family Services and Office of Youth Services. Families in Transition moved the Manchester Emergency Family Shelter to a new facility that hosts a Head Start daycare, health clinic, a food pantry with a commercial kitchen, and an intake center. This facility assists homeless families in a targeted manner by assisting them with (re)gaining stable housing. 2-1-1 NH continues to divert or coordinate services for homeless families.

Veterans.

Manchester's homeless veterans count stayed the same in 2017 as 2016 with 34 veterans. The 2017 Point in Time Count also found one veteran in a Supportive Housing bed. Within the last three years, new Permanent Supportive Housing includes Harbor Homes Somerville Street with 6 units for veteran

single men and women. New Transitional Housing for veterans within the last two years includes Harbor Homes Somerville Street with 20 units which houses veterans of all types.

Unaccompanied Youth.

Child and Family Services provides runaway, homeless and street youth with a number of youth-specific services including a street outreach program, a transitional housing program, a drop-in center, individual counseling, substance abuse assistance, and additional services as needed. The MCoC works with the City to monitor the success of these services and to identify other services that will work toward ending youth homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Manchester Continuum of Care (MCoC) utilizes monthly general meetings, public comment periods and staff meetings to collaborate with the City and the City's ESG Subrecipients for effective use and evaluation of ESG funding. The MCoC assists ESG Subrecipients with monitoring and performance outcomes of programs funded by ESG within the MCoC's geographic service area. The MCoC's consultation activities include, but are not limited to, the provision of HMIS and other programmatic technical assistance to ESG Subrecipients, the provision of comments regarding the City's ESG projects and activity grant subawards, and the encouragement of a collaborative partnership between the MCoC and the City and ESG Subrecipients.

The MCoC Leadership Committee includes a representative from the City Planning and Community Development Department's Community Improvement Program, which oversees ESG activities, funding, monitoring, and reporting. Additionally, the City has established work groups with MCoC member organizations to develop written standards, performance measurements, and policies and procedures for ESG Subrecipients.

The MCoC Data Collection Committee works closely with all reporting agencies and the City to ensure HMIS data quality, proper usage and following of all HMIS policies and procedures. As part of ongoing technical assistance and monitoring, the City monitors ESG Annual Performance Reviews monthly and shares results with MCoC Data Collection Committee or the General Assembly as needed. The MCoC Data Collection Committee is also spearheading the Coordinated Entry efforts in the City.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	CITY YEAR
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended action plan public hearing. Consultation with City Year will guide the non-homeless special needs assessment, particularly social/public service needs for youth education.
2	Agency/Group/Organization	MANCHESTER COMMUNITY RESOURCE CENTER
	Agency/Group/Organization Type	Services-Employment Community Based Development Organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Public Services needed in the NRSA
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended an action plan public hearing. Consultation with the Community Based Development Organization (CBDO) will identify the needs and gaps in social services in the City, and will guide workforce development activities funded by entitlement and other leveraged resources.
3	Agency/Group/Organization	Palace Theatre
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended action plan public hearing. Consultation with Palace Theatre will guide the non-homeless special needs assessment, particularly social/public service needs for youth programming.

4	Agency/Group/Organization	THE WAY HOME
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended an action plan public hearing. Consultation with The Way Home will guide the Homelessness Needs Strategy and the implementation of rapid rehousing and homeless prevention. Additionally, consultation with the agency to determine affordable housing and tenant based rental assistance activities under the Affordable Housing Strategy.

Identify any Agency Types not consulted and provide rationale for not consulting

All agency types were consulted.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		<p>The initiatives that are outlined as a part of the City's Emergency Shelter, Transitional Housing and Strategies for the Homeless Strategic Plan are consistent with the goals of the City's 2008 Ten-Year Plan to End Homelessness and the HEARTH Act Performance Measures discussed in a later section. Almost all of the homeless providers that are funded in accordance with this Annual Action Plan are also part of the Manchester Continuum of Care (MCoC) designed to provide timely access to important community based services. Employment training, medical care, mental health and substance abuse counseling, housing and other services facilitate an individual or family's ability to attain and maintain a stable living environment. The goals of the Ten-Year Plan include the following: --Rapidly re-house the homeless-- Prevent people from becoming homeless--Provide adequate employment/educational services--No one sleeps or lives on the streets--Focus on needs of homeless Veterans--Increase access to supportive services--Build public awareness--Maintain a steering committee to serve as community champions for the Ten-Year Plan. The City's past experience and success with ESG Rapid Rehousing programs support a continued emphasis on Rapid Rehousing. This activity is in alignment with the City's 10-Year Plan to End Homelessness and MCoC Goals and meets the National Objective goals of reducing length of time of homelessness. Other Strategy Elements include: --Participate in the MCoC process to access additional available resources to meet the needs of Manchester's Homeless population. --Continue to collaborate with non-profit organizations to support rapid re-housing, relocation, stabilization services and homeless prevention services. --Support organizations that provide ESG-eligible emergency shelter essential services. --Offer street outreach to homeless individuals that do not access services from the traditional shelter setting. --Support agencies in need of training and other support in the HMIS data collection process.</p>

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City notified approximately 107 local non-profits, action groups and individuals through email with regard to 2018 Fiscal Year CIP budget process. The contact list included community service, housing and economic development agencies, community leaders, private developers and persons who have received or applied for funding in the past. In an effort to distribute the information to all community groups, there was a Legal Notice published in the local newspaper and information posted on the City's website. Once applications were received, the Mayor and Aldermen scheduled public meetings to give applicants (26 agencies) the opportunity to attend and explain the agencies' respective funding requests. After these meetings, each applicant was notified through email and a Legal Notice was published advertising Citizen Participation Public Hearings for the draft Action Plan. Two public hearings were held to solicit input from citizens and businesses in Manchester on how Manchester should spend its federal funding allocation to address issues in the community.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Two public hearings for the City's 2018 (HUD FY 2017) Action Plan were held by City Community Improvement Program (CIP) Staff at Dearborn Memorial Building Oddfellows Hall, 4th Floor, 434 Lake Avenue, on Tuesday, January 10th at 6:30 PM and on Thursday, January 12th at 6:30 PM at the William B. Cashin Senior Center located at 151 Douglas Street (see attached Legal Notice).

These meetings were held in order to provide City residents an opportunity to comment on the expenditure of the federal fiscal year 2017 HUD monies to be received by the City for expenditure beginning July 2017. These HUD funds may include Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), Emergency Solutions Grant Program (ESG), and may also include HUD Section 108 Monies. Manchester Citizens, including public housing residents, public and private agencies, community groups, businesses and other interested parties were invited and encouraged to attend so they could voice their concerns and express their opinions on the priority needs of the community. These hearings also included discussion and citizen comments about the Manchester Continuum of Care (MCoC) and the coordination between the City and the MCoC of funds spent to support homelessness needs and services. The overall discussion topics included housing and homelessness, public infrastructure, environment, neighborhood investment and revitalization, education, public safety, recreation, economic development and social services.

CIP Staff closed each public hearing by describing the general timeline for the budget process. In the spring 2017, the Mayor will draft a budget with potential funding amounts and the Board of Mayor and Aldermen will have an opportunity to recommend revisions to any funding amounts they believe should be different and vote on a final City budget. In accordance with the City's budget process, all Action Plan public hearing participants were encouraged to submit written and oral comments to CIP Staff and Aldermen should they desire to.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	Public notices were published in the Union Leader on January 5, 2017 announcing the 2 scheduled public hearings (see Legal Notice in AD-26 Citizen Participation Comments Attachment). A legal notice announcing the availability of the draft HUD FY2017 Annual Action Plan for public comment and review was published in the Union Leader on April 7, 2017.	Staff invited verbal comments and also solicited written comments as well (see attached, "AD-26 Citizen Participation Comments").	None.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Internet Outreach	Non-targeted/broad community	Email notices were sent to multiple listservs including the Manchester Continuum of Care, to previously funded agencies and to agencies with a submitted application for City FY2018 funding request. The times, dates and locations were also posted on the City of Manchester website.	Staff invited verbal comments and also solicited written comments as well (see attached, "AD-26 Citizen Participation Comments").	None.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	Four individuals representing community members or nonprofit agencies attended one of the two public hearings held on January 10 and January 12, 2017. Four different nonprofit agencies were represented.	Staff invited verbal comments and also solicited written comments as well. Additionally, all handouts and public hearing minutes have been attached. (see attached, "AD-26 Citizen Participation Comments").	None.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

In 2015, the City re-evaluated the needs of the community and revised the corresponding priority needs and goals in accordance with the adopted Citizen Participation Plan. This exercise was completed as part of the City's Consolidated Planning Process to yield a new, updated 5 year plan for HUD funding that accurately addresses those identified needs. The City will be entering into Year 3 of the 5-Year Consolidated Plan beginning July 1, 2017. As a component of this Consolidated Plan, the City's Annual Action Plan for FY 2017/City FY2018, identifies a proposed listing of projects to directly address the priority needs that have recently been improved with a more current needs assessment.

The City plans to use its annual entitlement funding of CDBG, ESG, and HOME to address these needs and goals over the next 3 years. In addition, many projects are able to leverage other public or private funding sources to supplement the Federal funding. The City will not have the resources to allocate Cash to any projects in the upcoming Fiscal Year. Bonding is a financial instrument that the City tends to use annually for larger scale projects with a longer return on investment.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,660,586	38,000	319,914	2,018,500	2,379,898	During the budget process each agency submits an application for funding that identifies the leveraged resources that are available for their specific project or agency should federal funding be secured. The leveraged resources are identified in the application and are included as part of this plan for each project identified for funding. Additionally, each Subrecipient Agreement identifies the cumulative cost per unit and the HUD cost per unit. This calculation allows CIP staff to perform a cost benefit analysis based on HUD resources and all additionally leveraged resources for the program.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	475,275	44,387	0	519,662	455,458	In accordance with the HOME requirements, the City continues to meet and exceed the 25% match commitment for all funds drawn down for affordable housing development. The City submits an annual match report in September as part of the CAPER to document the fulfillment of this requirement. The match requirement is included in both the City's Subrecipient and Developer's Agreements. HOME matching funds come from both non-profit housing developers and non-profit organizations that operate the City's tenant based rental assistance programs. All sources of HOME match are documented in accordance with CPD Notice 97-03.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	151,302	0	0	151,302	141,228	In accordance with ESG requirements, the City ESG funding assistance to Subrecipients is on a dollar for dollar matching basis. As such, Subrecipients are required to provide the match and will submit to the City documentation of cash contributions or in-kind calculations as match evidence for eligible expenses. Match sources come from various sources including private donations, foundation awards and/or state grant awards.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

During the budget process each agency submits an application for funding that identifies the leveraged resources that are available for their specific project or agency should federal funding be secured. The leveraged resources are identified in the application and are included as part of this plan for each project identified for funding. Additionally, each Subrecipient Agreement identifies the cumulative cost per unit and the HUD cost per unit. This calculation allows CIP staff to perform a cost benefit analysis based on HUD resources and all additionally leveraged resources

for the program.

In accordance with the HOME requirements, the City continues to meet and exceed the 25% match commitment for all funds drawn down for affordable housing development. The City submits an annual match report in September as part of the CAPER to document the fulfillment of this requirement. The match requirement is included in both the City's Subrecipient and Developer's Agreements. HOME matching funds come from both non-profit housing developers and non-profit organizations that operate the City's tenant based rental assistance programs. All sources of HOME match are documented in accordance with CPD Notice 97-03.

In accordance with ESG requirements, the City ESG funding assistance to Subrecipients is on a dollar for dollar matching basis. As such, Subrecipients are required to provide the match will submit to the City documentation of cash contributions or in-kind calculations as match evidence for eligible expenses. Match sources come from various sources including private donations, foundation awards and/or state grant awards.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

With the exception of publicly owned park facilities, there is currently one city owned property being used to address the needs that are identified in the HUD FY 2017 Annual Action Plan. The renovated Odd Fellows Hall located at 434 Lake Avenue is a City owned four-story, 20,000 square foot building that is being utilized as a Human Service Center. The building is currently occupied by three non-profit organizations that provide various services that benefit low and moderate-income households.

Discussion

Inasmuch as the priorities and needs of the community far outweigh the annual HUD entitlement, not all of the key strategies identified within this Action Plan will be addressed through projects funded with HUD entitlement funding. Rather, some of these strategies and activities will be realized through projects and programs that use a variety of non-HUD resources, including local property tax generated dollars, state funding and other federal funds. Not all of the strategies noted are targeted towards activities that strictly benefit low and moderate income City residents. However, the projects that have been designated to receive funding are intended to address a myriad of needs of the community, these being social and health services, education, recreation, infrastructure, transportation, housing and public safety. While some of these activities are not specifically targeted towards low and moderate-income residents, the resulting impacts from improvements realized will also benefit this segment of Manchester's citizenry. The Annual Action Plan is in effect part and parcel of the City's process for the development of the Community Improvement Program Budget. The HUD funded activities represent one element of the entire Community Improvement

Program.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase the Number of Affordable Housing Units	2015	2019	Affordable Housing	Citywide/CDBG-eligible CT-BG	Affordable Housing	HOME: \$386,133	Rental units constructed: 2 Household Housing Unit Rental units rehabilitated: 4 Household Housing Unit
2	Equal Access to Affordable Housing Opportunities	2015	2019	Affordable Housing	Citywide/CDBG-eligible CT-BG	Provide Fair Housing Counseling and Representation		

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Address Homelessness Issues	2015	2019	Homeless	Citywide/CDBG-eligible CT-BG	For All Applicable Agencies To Use HMIS System Provide Outreach to Individuals Living in Streets To Provide Emergency Shelter To Provide Homeless Prevention Activities To Provide Rapid Re-Housing Opportunities To Provide Tenant Based Rental Assistance To Provide Transitional Housing	HOME: \$83,000 ESG: \$140,302	Tenant-based rental assistance / Rapid Rehousing: 32 Households Assisted Homeless Person Overnight Shelter: 1262 Persons Assisted Homelessness Prevention: 105 Persons Assisted
4	Increase Community Supportive Living Environments	2015	2019	Non-Housing Community Development	Citywide/CDBG-eligible CT-BG	Safe and Sanitary Housing Supportive Neighborhood Living Environments To Prevent Youth From Engaging in Crime	CDBG: \$246,719 HOME: \$3,500	Public service activities other than Low/Moderate Income Housing Benefit: 3250 Persons Assisted Housing Code Enforcement/Foreclosed Property Care: 7600 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Increase Manchester Highschool Graduation Rate	2015	2019	Non-Housing Community Development	Manchester Neighborhood Revitalization Strategy Area Citywide/CDBG-eligible CT-BG	Youth Counseling, Programming & Supportive Service	CDBG: \$407,468	Public service activities other than Low/Moderate Income Housing Benefit: 2934 Persons Assisted
6	Perpetuate the Independent Living of the Elderly	2015	2019	Non-Housing Community Development	Manchester Neighborhood Revitalization Strategy Area Citywide/CDBG-eligible CT-BG	Provide Elderly Independent Living Support Service	CDBG: \$54,719	Public service activities other than Low/Moderate Income Housing Benefit: 570 Persons Assisted
7	Increase Access/Availability to Afford. Childcare	2015	2019	Non-Housing Community Development	Manchester Neighborhood Revitalization Strategy Area	Provide Childcare Options for Working Parents	CDBG: \$32,719	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
8	Support Health Care Activities for Underinsured	2015	2019	Non-Housing Community Development	Manchester Neighborhood Revitalization Strategy Area Citywide/CDBG-eligible CT-BG	Access to Health Care	CDBG: \$146,937	Public service activities other than Low/Moderate Income Housing Benefit: 1951 Persons Assisted
9	Assimilate Refugees Into The Community	2015	2019	Non-Housing Community Development	Citywide/CDBG-eligible CT-BG	Access to Supportive Services That Target Refugees	CDBG: \$16,000	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	Decrease the number of Abused/Neglected Children	2015	2019	Non-Housing Community Development	Citywide/CDBG-eligible CT-BG	Provide Support to Abused/Neglected Children	CDBG: \$25,000	Public service activities other than Low/Moderate Income Housing Benefit: 280 Persons Assisted
11	Increase Manchester Employment Opportunities	2015	2019	Non-Housing Community Development	Citywide/CDBG-eligible CT-BG	Economic Wellbeing for all Manchester's Citizens Provide Support to Manchester Businesses		
12	Increase Recreation Programming for Low/Mod youth	2015	2019	Non-Housing Community Development	Citywide/CDBG-eligible CT-BG	Provide Youth with Summer Recreation Programming	CDBG: \$40,000	Public service activities other than Low/Moderate Income Housing Benefit: 189 Persons Assisted
13	Increase Year Round Access to Rec. Facilities	2015	2019	Non-Housing Community Development	Citywide/CDBG-eligible CT-BG	Safe and Affordable Places for Physical Activity	CDBG: \$135,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 7075 Persons Assisted
14	To Create a Universally Accessible City	2015	2019	Non-Housing Community Development	Citywide/CDBG-eligible CT-BG	ADA Access to Sidewalks, Streets and Buildings	CDBG: \$50,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3143 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
15	Support the City's Infrastructure System	2015	2019	Non-Housing Community Development	Citywide/CDBG-eligible CT-BG	To address Deteriorating Streets, Sidewalks, Etc.	CDBG: \$421,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 16905 Persons Assisted
16	Improve Condition of Buildings Accessed By Public	2014	2019	Non-Housing Community Development	Citywide/CDBG-eligible CT-BG	Address Deteriorating Conditions in City Buildings	CDBG: \$25,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 30 Persons Assisted
17	Facilitate Efficient Planning/Public Management	2015	2019	Planning and Administration	Manchester Neighborhood Revitalization Strategy Area Citywide/CDBG-eligible CT-BG	Effective Administration of State/Federal Programs To Implement Various Planning Studies	CDBG: \$310,000 HOME: \$47,029 ESG: \$11,000	Other: 110378 Other
18	Prepare Individuals for Gainful Employment	2015	2019	Non-Housing Community Development		To Teach Job Skills Through Classroom & Training	CDBG: \$107,938	Public service activities other than Low/Moderate Income Housing Benefit: 375 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Increase the Number of Affordable Housing Units
	Goal Description	Increase the number of quality affordable housing opportunities in the City and insure that they are available to all of Manchester's residents. Initiatives to include the development of new housing units through both new construction and the renovation of existing buildings as well as the rehabilitation of the existing housing stock.
2	Goal Name	Equal Access to Affordable Housing Opportunities
	Goal Description	Enforce fair housing and advocate for individuals who have been discriminated against.
3	Goal Name	Address Homelessness Issues
	Goal Description	Decrease the number of homeless individuals/families in the City of Manchester.
4	Goal Name	Increase Community Supportive Living Environments
	Goal Description	Increase the number of healthy neighborhoods in the City, through activities that: improve neighborhood walkability and livability, provide access to places for physical activities; increase the number of affordable safe and sanitary code compliant housing units; provide access to healthy, affordable food sources; provide access to local transportation systems; and effect physical and social improvements that create and maintain a "Supportive Living Environment".
5	Goal Name	Increase Manchester Highschool Graduation Rate
	Goal Description	Increase the High School graduation rate as a result of providing a portfolio of services that help students K-12 stay on track and get back on track to graduation and life success. Educational and enrichment programming to inspire and empower adolescents to be compassionate, courageous and committed leaders in their communities. Activities include after school tutoring, mentoring, counseling, recreational programming and arts/music theater opportunities for youth residing in low-income neighborhoods.
6	Goal Name	Perpetuate the Independent Living of the Elderly
	Goal Description	Programs that allow elderly residents to continue living independently in their own homes.

7	Goal Name	Increase Access/Availability to Afford. Childcare
	Goal Description	Programming that allows low-income families to access high quality early learning opportunities for their children.
8	Goal Name	Support Health Care Activities for Underinsured
	Goal Description	Support programming that provides health care to the City's underinsured residents. Targeting the most vulnerable populations with intensive care management services will enable communities to achieve health equity and improve health outcomes by eliminating health disparities, which is defined as differences in length/quality of life and rates and severity of disease and disability because of social position, race/ethnicity, age, education, or other factors.
9	Goal Name	Assimilate Refugees Into The Community
	Goal Description	Foster an environment in which refugees resettling in Manchester can become productive members of the community.
10	Goal Name	Decrease the number of Abused/Neglected Children
	Goal Description	The City will work with applicable agencies such as Court Appointed Special Advocates of NH and The Child Advocacy Center of Hillsborough County to provide services to abused and neglected children. The goal is to provide these children with the best possible services so that they can begin the healing process and stop the cycle of violence.
11	Goal Name	Increase Manchester Employment Opportunities
	Goal Description	Increase the number of employment opportunities in Manchester through various initiatives that create and retain jobs.
12	Goal Name	Increase Recreation Programming for Low/Mod youth
	Goal Description	Increase the number of recreational opportunities for low and moderate-income youth residing in the City of Manchester.
13	Goal Name	Increase Year Round Access to Rec. Facilities
	Goal Description	By upgrading existing facilities and investing in new facilities, the City will strive to increase year round access to safe and affordable places for physical activity for residents of all ages.

14	Goal Name	To Create a Universally Accessible City
	Goal Description	Provide universal access to all public streets, sidewalks, parks, etc. in the community.
15	Goal Name	Support the City's Infrastructure System
	Goal Description	A planned program providing for appropriate improvements and necessary expansion of the community's infrastructure. Sound infrastructure is vital to both the City's financial and physical integrity.
16	Goal Name	Improve Condition of Buildings Accessed By Public
	Goal Description	Upgrade Manchester's inventory of public buildings including the elimination of architectural barriers.
17	Goal Name	Facilitate Efficient Planning/Public Management
	Goal Description	Facilitate Efficient Planning/Public Management
18	Goal Name	Prepare Individuals for Gainful Employment
	Goal Description	Assist Manchester residents to attain self-sufficiency by providing access to employment, education, information and referral in a multi-cultural environment. Programs are designed to promote the development of each individual's work-maturity competencies, emotional growth and social development through the acquisition of appropriate job skills, workplace training, knowledge, and attitudes. Activities include adult workforce development, job training and ESL skills development and youth employment programs.

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

HOME funded activities will result in an estimated benefit to 1 extremely low-income households, 1 low-income households and 4 moderate-income households.

AP-35 Projects – 91.220(d)

Introduction

The City of Manchester plans to undertake the following projects in Federal FY 2017 (City FY 2018), which are aligned with the strategies in its Five Year Consolidated Plan.

#	Project Name
1	Big Brothers Big Sisters of Greater Manchester- One-to-One Mentoring for Manchester At-Risk Youth
2	Child Advocacy Center of Hillsborough County - Forensic Interviews
3	Child and Family Services- Home Care Program
4	ESG17 Manchester
5	Helping Hands- Gendron House Expansion
6	Helping Hands- Safe Station Respite
7	Holy Cross Family Learning Center - ESL/Citizenship/Civics/Operations
8	Home Health & Hospice Care- Free Medical Care at the Community Hospice House
9	Manchester Community Resource Center - CBDO Special Activities
10	New Horizons for NH- Housing First
11	Planning and Community Development- Analysis of Impediments to Fair Housing
12	Planning & Community Development - Concentrated Code Enforcement 1
13	Planning & Community Development - Concentrated Code Enforcement 2
14	Planning & Community Development - HOME CHDO Set-Aside
15	Planning & Community Development - HOME Housing Initiatives
16	Planning & Community Development - Planning & Administration
17	Planning & Community Development- Targeted Neighborhood Impact
18	Police Department- Weed & Seed Officer Support
19	Public Works- Highway- Infrastructure ADA Access Improvements
20	Public Works- Traffic Signal Upgrades
21	Public Works- Parks- Fun-In-The-Sun
22	Public Works-Parks- Greenstreets
23	Public Works-Parks - Rock Rimmon Playground
24	The Salvation Army- Saturday Night Teen Program
25	The Way Home- Tenant Based Rental Assistance
26	Court Appointed Special Advocates of NH- Operating- Support to Abused & Neglected Children

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Due to the demand and the need for social services demonstrated by non-profit organizations, the City has prioritized the appropriation of its CDBG funding to support these activities. Approximately

\$664,500 of funds was sub-granted to MCRC to support activities that were consistent with the CBDO's mission. In addition to CBDO activities, approximately \$248,500 of CDBG funding was appropriated to 8 non-profit organizations and 2 City Departments to provide public service activities.

With the exception of Goal 2 - Equal Access to Affordable Housing Opportunities and Goal 11 - Increase Manchester Employment Opportunities. The City was able to allocate funding to all of the goals and objectives identified in the Annual Action Plan.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	Big Brothers Big Sisters of Greater Manchester- One-to-One Mentoring for Manchester At-Risk Youth
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Increase Manchester Highschool Graduation Rate
	Needs Addressed	Youth Counseling, Programming & Supportive Service
	Funding	CDBG: \$9,000
	Description	One-to-One Mentoring Program for at-risk youth to increase the well-being, self-esteem and instill responsible social values in children in need of sound guidance and meaningful companionship in the NRSA.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 50 low to moderate income school aged children will benefit from proposed Big Brothers Big Sisters programming.
	Location Description	Activities will take place citywide.
	Planned Activities	Mentoring activities for at-risk youth.
2	Project Name	Child Advocacy Center of Hillsborough County - Forensic Interviews
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Decrease the number of Abused/Neglected Children

	Needs Addressed	Provide Support to Abused/Neglected Children
	Funding	CDBG: \$12,000
	Description	Project to facilitate forensic interviews and supportive services to child victims of crime.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 80 children from low to moderate income families will benefit from the proposed activities.
	Location Description	The training and support will take place at 960 Auburn Street.
	Planned Activities	Funds will support coordinated forensic interview process and staffing for child victims/witnesses of crime in Manchester.
3	Project Name	Child and Family Services- Home Care Program
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Perpetuate the Independent Living of the Elderly
	Needs Addressed	Provide Elderly Independent Living Support Service
	Funding	CDBG: \$10,000
	Description	Medical home care and homemaker services for the frail and homebound individuals living in the NRSA.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 250 low to moderate income elderly persons will benefit from the In Home Care program.
	Location Description	Services take place at elderly residences within the NRSA.

	Planned Activities	Planned activities include assistance with cleaning, cooking, grocery shopping, transportation to and from medical appointments and personal hygiene.
4	Project Name	ESG17 Manchester
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Address Homelessness Issues Facilitate Efficient Planning/Public Management
	Needs Addressed	To Provide Emergency Shelter Provide Outreach to Individuals Living in Streets To Provide Tenant Based Rental Assistance To Provide Transitional Housing To Provide Rapid Re-Housing Opportunities For All Applicable Agencies To Use HMIS System Effective Administration of State/Federal Programs
	Funding	ESG: \$151,302
	Description	City of Manchester's ESG Program.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 1367 people will benefit from the ESG16 Manchester program.
	Location Description	Proposed activities are citywide.
	Planned Activities	Emergency shelters for individuals and families; rapid rehousing and homeless prevention activities including relocation and stabilization services and financial assistance; shelter for women fleeing domestic violence; street outreach (youth only); data collection and support; administrative support staff.
5	Project Name	Helping Hands- Gendron House Expansion

	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Improve Condition of Buildings Accessed By Public
	Needs Addressed	Address Deteriorating Conditions in City Buildings
	Funding	CDBG: \$25,000
	Description	Funds to expand the permanent supportive housing facility. The housing facility provides an affordable and supportive home for those that have experienced homelessness, are in recovery from substance abuse, mental health issues, and other issues with homelessness.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 30 people will benefit from this project.
	Location Description	The expansion will happen at 142 Central Street.
	Planned Activities	To expand the 16-room facility.
6	Project Name	Helping Hands- Safe Station Respite
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Support Health Care Activities for Underinsured
	Needs Addressed	Access to Health Care
	Funding	CDBG: \$50,000
	Description	Funding for staff, beds, furniture, food, and supplies.
	Target Date	6/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	It is etimated that 842 low-moderate income people will benefit from this project.
	Location Description	Proposed activities will take place at all Manchester Fire Stations.
	Planned Activities	Shelter, food, and basic needs will be provided for those seeking treatment for substance use and abuse.
7	Project Name	Holy Cross Family Learning Center - ESL/Citizenship/Civics/Operations
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Assimilate Refugees Into The Community
	Needs Addressed	Access to Supportive Services That Target Refugees
	Funding	CDBG: \$16,000
	Description	Funding to support staffing and operational costs for the Family Learning Center, which includes ESL/Citizenship and other services for low income persons.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 50 low to moderate income individuals will benefit from this project.
	Location Description	The project is located on the City's west side at 438 Dubuque St.
	Planned Activities	Activities will include citizenship, sewing and ESL classes for the City's newest refugees and immigrants.
8	Project Name	Home Health & Hospice Care- Free Medical Care at the Community Hospice House
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Support Health Care Activities for Underinsured

	Needs Addressed	Access to Health Care
	Funding	CDBG: \$1,500
	Description	Provides end of life care for Manchester patients without insurance, reimbursement, or personal resources.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 2 low-moderate individuals will benefit from this program.
	Location Description	The location is at Home Health & Hospice Care (593 Maple St).
	Planned Activities	Funds will help end of life expenses for Manchester residents at Home Health & Hospice Care.
9	Project Name	Manchester Community Resource Center - CBDO Special Activities
	Target Area	Manchester Neighborhood Revitalization Strategy Area
	Goals Supported	Increase Manchester Highschool Graduation Rate Perpetuate the Independent Living of the Elderly Increase Access/Availability to Afford. Childcare Support Health Care Activities for Underinsured Prepare Individuals for Gainful Employment
	Needs Addressed	To Prevent Youth From Engaging in Crime Youth Counseling, Programming & Supportive Service Provide Elderly Independent Living Support Service Provide Childcare Options for Working Parents Access to Health Care Provide Youth with Summer Recreation Programming To Teach Job Skills Through Classroom & Training
	Funding	CDBG: \$664,500

	Description	Funding for CBDO Special Activities in the NRSA carried out by Manchester Community Resource Center or its subcontractors.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 4,636 low to moderate income individuals will benefit from the proposed Special Activities in the NRSA, which will be carried out directly by the Community Based Development Organization or subcontracted by the CBDO to agencies working in the NRSA.
	Location Description	434 Lake Avenue and on site at agencies' locations where services are provided for individuals in the NRSA.
	Planned Activities	Activities may include: youth education and enrichment, job training and skills development, after school care, child care, health care, immigrant and refugee services, elderly services and at-risk youth programming.
10	Project Name	New Horizons for NH- Housing First
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Address Homelessness Issues
	Needs Addressed	To Provide Tenant Based Rental Assistance
	Funding	HOME: \$33,000
	Description	Funding will be used to provide stable housing for homeless individuals.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 7 low/moderate income individuals will benefit from this project.
	Location Description	Activity will be undertaken on a City-wide basis.
	Planned Activities	Funding to provide stable housing for homeless individuals.

11	Project Name	Planning and Community Development- Analysis of Impediments to Fair Housing
	Target Area	Manchester Neighborhood Revitalization Strategy Area
	Goals Supported	Facilitate Efficient Planning/Public Management
	Needs Addressed	Effective Administration of State/Federal Programs
	Funding	CDBG: \$10,000
	Description	To complete a new Analysis of Impediments to Fair Housing to satisfy HUD funding requirements.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	This is a planning activity which will benefit the entire City (110,378).
	Location Description	Activity will be undertaken on a City-wide basis.
	Planned Activities	
12	Project Name	Planning & Community Development - Concentrated Code Enforcement 1
	Target Area	Manchester Neighborhood Revitalization Strategy Area
	Goals Supported	Increase Community Supportive Living Environments
	Needs Addressed	Safe and Sanitary Housing Supportive Neighborhood Living Environments
	Funding	CDBG: \$98,500 HOME: \$3,500
	Description	Continuation of code enforcement program created to stabilize and improve conditions increasing the rental housing opportunities in low/moderate income areas.
	Target Date	6/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	A minimum of 4000 low/moderate households will benefit as a result of code compliance inspections.
	Location Description	Code compliance inspections will take place in Census tracts in which the percentate of low/moderate income households exceeds 51%.
	Planned Activities	Code enforcement inspections.
13	Project Name	Planning & Community Development - Concentrated Code Enforcement 2
	Target Area	Manchester Neighborhood Revitalization Strategy Area
	Goals Supported	Increase Community Supportive Living Environments
	Needs Addressed	Safe and Sanitary Housing Supportive Neighborhood Living Environments
	Funding	CDBG: \$64,000
	Description	Continuation of code enforcement program created to stabilize and improve conditions increasing the rental housing opportunities in low/moderate income areas.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	A minimum of 3600 low/moderate households will benefit as a result of code compliance inspections.
	Location Description	Code compliance inspections will take place in Census tracts in which the percentage of low/moderate income households exceeds 51%.
	Planned Activities	Code enforcement inspections.
14	Project Name	Planning & Community Development - HOME CHDO Set-Aside

	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Increase the Number of Affordable Housing Units
	Needs Addressed	Affordable Housing
	Funding	HOME: \$71,291
	Description	HOME Community Housing Development Organization (CHDO) set aside to support the development of affordable housing units.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	2 households are estimated to benefit from this activity.
	Location Description	Specific project still to be determined and underwritten.
	Planned Activities	HOME Community Housing Development Organization (CHDO) set aside to support the development of affordable housing units.
15	Project Name	Planning & Community Development - HOME Housing Initiatives
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Increase the Number of Affordable Housing Units
	Needs Addressed	Affordable Housing Provide Home Ownership Down Payment Assistance
	Funding	HOME: \$314,842
	Description	Funding to increase the supply of decent, safe and affordable housing units through rehabilitation of existing housing stock to include remediation of lead-based paint and other improvements necessary to bring these properties into compliance with minimum codes. Funds to be used to operate the Manchester Housing Initiatives Program.

	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	To produce 4 units of affordable housing by partnering with a local developer.
	Location Description	Determined by developer and the outcome of the underwriting procedures to ensure housing is properly placed in the City for the target audience to access.
	Planned Activities	Funding to increase the supply of decent, safe and affordable housing units through rehabilitation of existing housing stock to include remediation of lead-based paint and other improvements necessary to bring these properties into compliance with minimum codes. Funds to be used to operate the Manchester Housing Initiatives Program.
16	Project Name	Planning & Community Development - Planning & Administration
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Facilitate Efficient Planning/Public Management
	Needs Addressed	Effective Administration of State/Federal Programs To Implement Various Planning Studies
	Funding	CDBG: \$300,000 HOME: \$47,029
	Description	Funding of CIP staff/expenses for administration of CIP program.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	This is an Administration activity which will benefit the entire City (110,378).
	Location Description	N/A - Planning and Administration activity.

	Planned Activities	Funds to be used for consultant services and associated costs of community development, management and facilitation of programs.
17	Project Name	Planning & Community Development- Targeted Neighborhood Impact
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Support the City's Infrastructure System
	Needs Addressed	Supportive Neighborhood Living Environments To address Deteriorating Streets, Sidewalks, Etc.
	Funding	CDBG: \$315,000
	Description	Infrastructure improvements and other improvements in targeted areas across the City demonstrating physical signs of deterioration and in need of assistance.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Infrastructure improvements and other improvements will be made in targeted areas across the City demonstrating physical signs of deterioration and in need of assistance
18	Project Name	Police Department- Weed & Seed Officer Support
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Increase Community Supportive Living Environments
	Needs Addressed	Supportive Neighborhood Living Environments To Prevent Youth From Engaging in Crime
	Funding	CDBG: \$72,000

	Description	Operational funding for positions to collaborate with Federal, State and local agencies, organizations and individuals to combat violent crime, drug abuse, and gang activity in specific areas of Manchester, with a targeted focus in the NRSA.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that approximately 3000 residents of the NRSA will benefit from Weed and Seed activities.
	Location Description	Operational funding for positions to collaborate with Federal, State and local agencies, organizations and individuals to combat violent crime, drug abuse, and gang activity in specific areas of Manchester, with a targeted focus in the NRSA.
	Planned Activities	Police officer presence, community meetings, coordination with other safety departments within the City and with appropriate federal and state agencies.
19	Project Name	Public Works- Highway- Infrastructure ADA Access Improvements
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	To Create a Universally Accessible City
	Needs Addressed	ADA Access to Sidewalks, Streets and Buildings
	Funding	CDBG: \$50,000
	Description	Construct pedestrian ramps and other access improvements in identified areas of the City in order to address accessibility issues on City sidewalks and walkways. Each project is reviewed and approved by the Access Manchester Disability Advocacy Committee. Streets selected for this program are generally located within the Neighborhood Revitalization Strategy Area and will improve pedestrian access with low-moderate income areas.
	Target Date	6/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	The accessibility improvements will directly benefit the mobility impaired residents of Manchester by granting them access to City sidewalks and walkways.
	Location Description	City wide basis.
	Planned Activities	To perform ADA accessibility curb cut-outs allowing the mobility impaired residents of Manchester to access City streets and walkways.
20	Project Name	Public Works- Traffic Signal Upgrades
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Support the City's Infrastructure System
	Needs Addressed	To address Deteriorating Streets, Sidewalks, Etc.
	Funding	CDBG: \$106,000
	Description	Funding to replace and upgrade span wire traffic signals.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	7150 people will benefit from the proposed activities.
	Location Description	The upgrade of the traffic signals will take place at the intersection of Union Street with Hanover and Valley Streets and other locations throughout the city.
	Planned Activities	Planned activities include installing new conduits, steel mast arms, pedestrian signals, opticom, and sidewalk ramps at these and other locations.
21	Project Name	Public Works- Parks- Fun-In-The-Sun
	Target Area	Citywide/CDBG-eligible CT-BG

	Goals Supported	Increase Recreation Programming for Low/Mod youth
	Needs Addressed	Provide Youth with Summer Recreation Programming
	Funding	CDBG: \$40,000
	Description	Organized summer recreation and enrichment program providing services to inner-city youth.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 189 low-moderate income children will benefit from Fun in the Sun summer programming.
	Location Description	The activities will take place at JFK Stadium in Manchester, NH.
	Planned Activities	Summer youth recreation activities include organized games, crafts, and sports.
22	Project Name	Public Works-Parks- Greenstreets
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Increase Community Supportive Living Environments
	Needs Addressed	Supportive Neighborhood Living Environments
	Funding	CDBG: \$2,000
	Description	To fund an urban forestry program that is trying to improve the environmental quality of Manchester. The program will help to increase property values within many Manchester neighborhoods, the safety of public parks and school yards, and the overall appeal of the downtown business and shopping district.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 3,425 people will benefit from the proposed activities.

	Location Description	Project Greenstreets will take place throughout the City of Manchester along city streets, within parks, at school yards, and other city owned property.
	Planned Activities	Trees will be planted throughout the city.
23	Project Name	Public Works-Parks - Rock Rimmon Playground
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Increase Year Round Access to Rec. Facilities
	Needs Addressed	Safe and Affordable Places for Physical Activity
	Funding	CDBG: \$135,000
	Description	To fund the replacement and enlargement of the Rock Rimmon Playground.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 7075 people will benefit from the proposed activities. The new park would create a destination location for families in Manchester. This would also alleviate the overcrowding issues that exist at Livingston Park.
	Location Description	The playground replacement and enlargement will happen at Rock Rimmon Park.
	Planned Activities	Planned activities include replacing and enlarging the playground at Rock Rimmon Park.
24	Project Name	The Salvation Army- Saturday Night Teen Program
	Target Area	Manchester Neighborhood Revitalization Strategy Area
	Goals Supported	Increase Manchester Highschool Graduation Rate
	Needs Addressed	Youth Counseling, Programming & Supportive Service
	Funding	CDBG: \$25,000
	Description	Saturday night program for Manchester teens living in the NRSA.

	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 400 teens will benefit from the proposed activities.
	Location Description	The program will take place at Salvation Army, located at 121 Cedar Street.
	Planned Activities	Planned activities include a no cost meal and social interaction with other teens.
25	Project Name	The Way Home- Tenant Based Rental Assistance
	Target Area	Citywide/CDBG-eligible CT-BG
	Goals Supported	Address Homelessness Issues
	Needs Addressed	To Provide Tenant Based Rental Assistance
	Funding	HOME: \$50,000
	Description	HOME funds for rental assistance to help very low income tenants secure and remain in safe, affordable housing.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 12 individuals will benefit from the proposed activities.
	Location Description	Activity will be undertaken on a City-wide basis.
	Planned Activities	Tenant based rental subsidies provided to income eligible families seeking rental assistance.
26	Project Name	Court Appointed Special Advocates of NH- Operating- Support to Abused & Neglected Children
	Target Area	Citywide/CDBG-eligible CT-BG

Goals Supported	Decrease the number of Abused/Neglected Children
Needs Addressed	Provide Support to Abused/Neglected Children
Funding	CDBG: \$13,000
Description	Training of volunteers to serve as guardians ad litem (children's advocates) for Manchester's abused and neglected children.
Target Date	6/30/2018
Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 200 children who are victims of abuse and neglect will benefit from guardian ad litem advocate support funded through this program. Beneficiaries are presumed benefit - extremely low income.
Location Description	Some of the activities will take place in various places within the City of Manchester. Funding for this project is targeted for guardian ad litem training and support, which will primarily take place at the Court Appointed Special Advocates of New Hampshire offices at 138 Coolidge Ave., Manchester, NH 03102.
Planned Activities	Training and support for guardian ad litem advocates who represent child victims of abuse and neglect.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

All funds are proposed to be available on a citywide basis in CDBG-eligible census tracts and block groups, with a focus on the Center City and the NRSA.

CDBG and HOME funds will be available to all agencies, however adherence to all eligibility requirements in regards to income must be documented. Public service activities will be targeted to CDBG-eligible census tracts and block groups throughout the City, and CBDO Special Activities will be solely undertaken in the City's NRSA.

ESG funding sets specific guidelines as to the allocation, which is not focused geographically except that the funds will be distributed to agencies working and serving Manchester. The specified caps on certain activities will be adhered to.

Geographic Distribution

Target Area	Percentage of Funds
Manchester Neighborhood Revitalization Strategy Area	67
Citywide/CDBG-eligible CT-BG	33

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City aims to direct these resources to low and moderate income individuals and families, and to provide benefits in areas identified as low-moderate income census tract and block groups. Targeting public services to persons in the NRSA ensures that resources are directed to the most impoverished areas of the City. Locating affordable housing units in areas that are integrated and accessible to other services, networks is a rationale for investing in particular geographic neighborhoods.

Discussion

In 2005 the City of Manchester requested approval of its Neighborhood Revitalization Strategy Area (NRSA) as part of its 2005 Consolidated Plan submission. The resulting NRSA included census tracts and block groups in the core of the downtown and primarily east side neighborhoods. Each of those block groups were within the upper quartile of block groups that comprise the highest average number of households whose incomes are below 80% of the Area median Income (AMI), as per the 2000 U.S. Census Data.

Subsequent to the original approval of the City's NRSA, the 2006 ACS Low-Moderate Summary 2014 data and the most recent income information data assembled by HUD resulted in a shift of the upper quartile of the lowest income block groups. The shift includes additional west side neighborhood areas and an expansion into southern areas of the City.

HUD approved the City's realigned NRSA, and with the submission of the City's Five Year Consolidated Plan, the City requests continued designation and approval of its NRSA as approved by HUD in 2015. The table included in SP-10 of the 2015 Consolidated Plan entitled "Neighborhood Revitalization Strategy Area" shows 25% of the City's census tract block groups that are the most impoverished. The table indicates the total number of persons in each block group and what percentage of the total population is comprised of individuals whose household income is below 80% of AMI.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Affordable housing continues to be a challenge for those families in Manchester that are earning less than 80% of the median income. Although we have seen rents stabilizing, both of the City's affordable housing providers, Neighborworks Southern NH (NSNH) and Manchester Housing and Redevelopment Authority (MHRA) report waiting lists. NSNH currently has a 6-12 month waiting list for their garden style apartments and 1-2 years for their townhouse units. MHRA's waiting list totals 8,434 applicants. The extensive waiting lists of these two agencies indicate a significant demand for housing that is affordable in accordance with HUD standards.

The FY2017 Action Plan will fund projects that strive to achieve production and/or rehabilitation of 6 affordable housing units, focus projects to address the low income neighborhoods within the Neighborhood Revitalization Strategy Area, and provide 15 units with rental subsidies. Recent community outreach feedback and market trends support the need for a Homeownership Assistance Program to support new, first time homebuyers. Unfortunately, the HOME Rules regarding recapture have made it very difficult to start this program. The City has been receiving feedback that lenders are unwilling to lend because of this HOME requirement.

One Year Goals for the Number of Households to be Supported	
Homeless	15
Non-Homeless	6
Special-Needs	0
Total	21

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	15
The Production of New Units	6
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	21

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

A few of the contributing factors for the need of affordable housing are current rent amounts and foreclosure rates. For example, according to the 2017 New Hampshire Housing Finance Authority Rental Survey, the average rent for a two-bedroom apartment in Manchester is \$1,275/month. The estimates of affordability stated in the Rental Survey concluded that only 15% of the two-bedroom units surveyed in Hillsborough County would be affordable to a household earning 50% of the median income. The very low-income families at 30% of the median income are earning \$20,400/year. Based on their income, an affordable unit would need to be \$510/month. Unfortunately, the average rent for a two-bedroom apartment in Manchester is \$1,275/month leaving an income gap of \$765. This gap would only be widened with the need for a security deposit and other upfront costs. Another contributing factor is the amount of foreclosures seen in the past few years. For February 2016, Realtytract.com reported the following: 1 in every 4,829 housing units in Manchester received a foreclosure filing, compared to 1 in every 2,151 housing units in the State of New Hampshire. Foreclosures are still an issue in the City that contributes to a greater need for affordable housing.

The affordability and availability of units for the very low and low income are drivers for the City to continue to develop and rehab housing units. In an effort to target this population, these activities are primarily focused in the Neighborhood Revitalization Strategy Area. The use of HOME funds will enable the City to provide rental subsidies to make existing housing affordable and to create additional units to increase supply.

AP-60 Public Housing – 91.220(h)

Introduction

The mission of the Manchester Housing and Redevelopment Authority (MHRA), the public housing authority for the City of Manchester, is to provide and sustain affordable, secure, quality living environments for low income families and individuals and to provide personal and economic enrichment and independence opportunities for residents. In pursuit of this mission, MHRA offers housing and housing assistance, as well as associated supportive services to its residents. MHRA owns and manages 1,270 units of public housing which are available to families, the elderly and persons with disabilities who earn within 80% of the area median income. In addition to public housing, MHRA has developed 152 units of service-assisted housing for very low income (50% median income) elderly and people with disabilities using funds from the Low Income Housing Tax Credit Program (LIHTC) and from the City, as well as state, federal and private resources. MHRA's larger developments have community centers and on-site maintenance staff and all housing has 24-hour emergency maintenance service for residents. All MHRA housing is maintained in good physical condition and is inspected annually by MHRA inspectors and regularly by inspectors from the U.S. Department of Housing and Urban Development (HUD) and by inspectors representing other interested parties.

MHRA also provides rental assistance for households with incomes below 50% of the area median income utilizing 1,813 Housing Choice Vouchers (HCV), 138 Veterans Affairs Supportive Housing Vouchers (VASH) for homeless veterans, and 100 vouchers for Non-Elderly Persons with Disabilities. In addition, MHRA also administers 23 units of assistance (at Robinson House) through the Section 8 Moderate Rehabilitation Program for Single Room Occupancy Dwellings for Homeless Individuals (Mod SRO). All voucher and Mod SRO units are inspected initially and annually to assure that they meet local codes and Housing Quality Standards.

MHRA provides a variety of resident initiatives including the Family Self-Sufficiency Program; Elderly Services, including the Supportive Service Program in MHRA's LIHTC properties; and outreach efforts to assist residents to understand and access various services, including Medicare and Medicaid. Additionally, MHRA partners with local entities to provide various programs for residents.

Actions planned during the next year to address the needs to public housing

MHRA will continue to provide housing and housing assistance through its 1,270 public housing units, 152 Low Income Housing Tax Credit Units, and 2,074 units of rental assistance.

MHRA gets funding from HUD under the Public Housing Capital Fund Program for two areas of activity, (1) management improvements and (2) physical improvements. For FY 2017, management improvements include software improvements, professional training, items to improve public housing management and funding for other improvements. Planned physical improvements include interior rehabilitation of several scattered sites, heat pipe replacement at Elmwood Gardens, window repairs

and exterior trim and siding replacement at Elmwood Gardens, roofing replacement and window repairs at Kelley Falls, installation of air conditioner sleeves at Kalivas Apartments, remodeling of efficiency apartments at Pariseau Apartments, and electrical panel replacement at Burns Apartments.

MHRA continues to look for innovative ways to provide housing and housing assistance and has just completed construction of a project which was developed in consultation with the Mental Health Center of Greater Manchester wherein 20 units of service-assisted housing have been developed for people with disabilities that lead to homelessness.

Resident initiatives designed to enrich the lives of MHRA's residents, to enhance opportunities for employment, and to enable elderly/disabled residents or to continue to live independently will be continued. These initiatives include the following:

Family Self-Sufficiency Program for Housing Choice Voucher residents (with 38 participants currently enrolled). In addition, the Family Self-Sufficiency program has just been made available to residents of Public Housing.

Supportive Service Program for elderly residents and residents with disabilities residing in the Low Income Housing Tax Credit properties.

Employment and MHRA resident employment: MHRA hires, trains and employs residents on government-financed projects and employs several assisted housing residents in permanent, full-time positions.

MHRA will continue to work with local non-profits and to participate in coalitions such as GMASA (Greater Manchester Association of Service Agencies) and the Continuum of Care to increase housing opportunities for Manchester's homeless and low income residents. MHRA will continue to coordinate with partner agencies to assist low income residents to become economically self-sufficient.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

MHRA encourages its residents to provide input in management decisions. One public housing resident sits on MHRA's Board of Commissioners. In addition, MHRA has a Resident Advisory Board comprising public housing and the Housing Choice Voucher Program (HCV) residents which reviews and comments on the Annual and the Five Year Plans.

MHRA also provides direct employment opportunities to public housing and HCV residents. Currently,

MHRA employs two public housing residents. In addition, a number of MHRA's employees are former residents/participants.

MHRA's Homeownership Program allows eligible HCV residents to use their assistance toward the purchase of a home in MHRA's jurisdiction. Families who participate in this program must be first-time homebuyers and must attend and complete a homeownership and housing counseling program. Successful residents may use their voucher toward payment of the mortgage for up to 15 years, depending on the term of the original mortgage. Since the beginning of the program, 35 families have participated and there are 21 currently enrolled.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

The greatest challenge to MHRA over the year, and for a number of years, has been continued drastic federal funding proration which have resulted in significant strains to both the public housing and Housing Choice Voucher programs. Despite the ongoing funding challenges, MHRA remains in solid fiscal standing.

In an effort to address the needs of Manchester's low income renters, MHRA will continue to look for non-traditional opportunities to develop new affordable housing.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

No one living on the streets is one of the eight overarching goals in Manchester's Plan to End Homelessness. The City collaborates closely with social service agencies and homeless services providers to support activities benefiting this goal.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Manchester Continuum of Care (MCoC) has an outreach team that routinely checks in on people, works to engage them in services and advises them of shelter options. Manchester Police have also been a part of outreach and seek to connect unsheltered homeless to MCoC services. The Manchester VA also has an outreach team that works to assess and address homeless veteran's needs. Child and Family Services has two dedicated Outreach workers to engage homeless youth.

The MCoC counted one unsheltered family, a mother and child, in the 2017 Point in Time count, which is the same number as the 2016 count. The MCoC's Permanent Housing and Rapid Rehousing are major assets for families. Homeless Prevention includes education, positive landlord relationships, City initiatives around lead poisoning, bedbugs or other infestations, and individualized diversion strategies. Outreach is ongoing with the Manchester School District, Child & Family Services and Office of Youth Services.

2-1-1 NH continues to divert or coordinate services for homeless families and individuals, and provides referrals to the City's homeless services/providers.

The City and MCoC will continue with these activities and will work together to enhance capabilities in engaging homeless people and motivating them to connect with area resources.

Addressing the emergency shelter and transitional housing needs of homeless persons

Manchester has the largest adult shelter, available to men and women, in the state of New Hampshire-New Horizons. It is also the state's only wet shelter. The shelter has 76 beds and routinely has over that many clients in the winter months as authorized by the Manchester Fire Department. There is also a

separate shelter for women, Angie's, with 16 beds. Emergency overflow space is accommodated during extreme weather. Shelter executives plan with other MCoC agencies, the City's Mayor and City department heads from police, health, fire and public works. Families in Transition moved the Manchester Emergency Family Shelter to a new facility with 28 beds that will host a Head Start daycare, health clinic, a food pantry with commercial kitchen, and an intake center. This facility will assist homeless families in a targeted manner by assisting them in (re)gaining stable housing. Families in Transition also has a specialty shelter for single women and families with 22 beds.

There is a domestic violence shelter in Manchester with 11 beds. This shelter is also part of a system of care where women and their children may be moved to another part of the state or out of state if they are in great danger.

Child and Family Services has access to 3 safe house shelter beds for children under the age of 18 and a strong collaboration with a professional facility, Webster House, for children under 19 and in crisis.

Transitional housing is available for homeless youth 18-24, veterans, families and individuals throughout the city with strong programming.

All shelters have case management and strive to connect clients to mainstream resources with an end goal of (re)gaining permanent housing.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Within the MCoC, all programs strive to exit 100% of people to some form of permanent housing. In addition to ensuring that people exit to stable housing destinations, all CoC- and ESG funded programs make certain that individuals and families currently in the homeless services system are connected to all appropriate resources that will help them to sustain stable housing upon exit, (mental health, substance use, employment training, etc). Currently, the CoC utilizes HMIS to monitor and measure recidivism through the use of a report that lists all clients who exit to nonpermanent housing destinations. When agencies appear to have persistent difficulties in people returning to homelessness or exiting to unstable housing destinations, they are flagged and processes are analyzed to determine how outcomes can be improved. All of this, combined with budgeting, life skills classes and having a positive relationship with landlords help to increase opportunities for affordable housing.

Families in Transition, which operates many of the CoC's Transitional Housing (TH) programs, incorporated a Case Management Needs Identifier into programming in Jan, 2014 that informs an action plan for participants entering TH. Immediate goals are set to progress through a 3-phase housing readiness model. Each participant is re-evaluated every 3 months on progress toward achieving goals. Child & Family Services TH is a 12-18 month program that provides supportive housing, life skills, and support services to youth (18-24) who are homeless or transitioning out of foster care. The program promotes self-sufficiency and reduces the risk of future homelessness. The adult emergency shelter, New Horizons, utilizes a Tier System to monitor/encourage success and offers enhanced living accommodations.

The family shelter is now being managed by Families in Transition which opens doors to professional service opportunities for clients. Access to services in addition to connections to housing remain the 2 main goals in reducing lengths of shelter stays.

Manchester has seen a decline in permanent supportive housing beds dedicated for Chronically Homeless (CH) from 71 in 2014 to 56 in 2015. The MCoC has decided to focus on prioritization over dedication of permanent supportive housing beds. Therefore, all MCoC organizations funded through HUD's Continuum of Care Notice of Funding Availability ("NOFA") have agreed to prioritize 100% of turnover beds for chronically homeless, up from 90% in 2015.

All programs serving the homeless in Manchester include connections to mainstream resources, job skill development referrals/assistance and information on educational resources within the case management spectrum. The City continues to work with and support these programs.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

State discharge plans specifically do not allow discharge from healthcare, mental health, foster care or corrections into homelessness. The City is in close communication with shelters and the MCoC Homeless Liaison committee to ensure this does not happen. If such an occasion does occur, the City is willing and able to get involved at an executive level to correct such discharges. The Healthcare for the Homeless program works very closely with City hospitals to ensure homeless individuals are released to a proper care setting. The MCoC also works to educate corrections on the importance of helping prisoners apply for entitlements for which they are eligible prior to release. In fact, the percentage of

homeless people entering the shelter directly from jail and/or prison decreased from 2016 to 2017.

The City recognizes the importance of prevention efforts as does the MCoC. Programs divert people through other supports if possible. City funded partner and MCoC member agency, The Way Home, is a solid resource for prevention assistance and utilizes budget and life skills training as part of this. If it is determined that a client should move to a lower priced unit to maintain housing, The Way Home does have access to a security deposit assistance program to help make this possible. Clients are also educated on the many resources available within the community to help them keep their housing, grocery and other costs down. The Section 8 waiting lists in New Hampshire are approximately eight years long, so this resource is difficult to acquire for very low income households. Manchester Housing and Redevelopment Authority is a strong partner in providing low cost housing but availability continues to be low.

The City will continue to fund homeless prevention activities, which may include financial assistance for rent and/or security deposits. The MCoC is incorporating prevention and diversion strategies into the coordinated entry system, and the City is assisting with this planning.

Discussion

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The City of Manchester continues to review policies and take action steps in its effort to remove barriers to affordable housing. While the Zoning Ordinance underwent a complete rewrite in 2001, there have been several changes to the ordinance over the intervening years and several additional proposed modifications will be brought forward in 2015. Since 2001, the City has taken advantage of the State Statute governing “Innovative Land Controls”. By including uses which can be granted Conditional Use Permits through the Planning Board, the City has, in some cases, removed the need for a developer or landlord to submit applications to multiple land use boards. Currently, the City’s regulations do not require new multi-family developments of six units or less be reviewed by the Planning Board.

Unlike some other surrounding communities, Manchester’s Zoning Ordinance does not differentiate between affordable, adequate, or luxury housing units. The ordinance does regulate the density of the proposed units and that density varies, depending on the zoning district. That said, the City of Manchester’s minimum square-footage requirements for lot area for multi-family units are low, from 500 SF/unit in some zoning districts to 3,500 SF/unit in other zoning districts. Because the majority of the land area of Manchester is serviced by public sewer and water lines, the City is able to reduce the required lot areas, which is not possible when septic systems and private wells are required.

When it comes to building codes, the process for development of new buildings for new housing stock or redevelopment of existing buildings into housing stock is more complex and may present barriers. While the City of Manchester Planning and Community Development Department has adopted the 2006 edition of the International Building Code (IBC), the State has adopted the 2009 edition. The City has adopted the 2009 edition of the International Existing Building Code (IEBC), whereas the State has adopted the 2006 edition. The City enforces the more stringent of the two. The Manchester Fire Department enforces the Life Safety Codes, which sometimes conflicts with the IBC or IEBC. The City should take steps to better coordinate between the Building Codes and the Fire Codes.

City inspectors review all building plans, perform intermittent inspections throughout the construction process, and conduct final inspections prior to issuing a Certificate of Occupancy. All rental property falls under the jurisdiction of the Certificate of Compliance program, which is intended to be pro-active rather than re-active in identifying Building Code issues. Because staffing is limited, the Code Enforcement Officers inspect properties on a 3 year cycle. The City should take steps to reduce the time period for inspections, which would identify issues earlier, require landlords to make necessary corrections earlier, and improve the overall quality of affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve

as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Community Improvement Program is ideally located in the Planning and Community Development Department enabling us to work together collaboratively to identify barriers and work towards solutions. Unfortunately, the regulatory requirements are not flexible and require creative work around solutions to be discussed between several members of the Staff in order to implement the needed solutions.

One of the major barriers that was discovered is the City's conflicting Building and Fire Codes. These two documents are designed to ensure the safety of housing throughout the City, so their ability to work together towards this end is crucial in creating and maintaining safe, decent and sanitary housing. Currently, the City Planning Department has begun working with the Fire Department to review Architectural Building Plans together to ensure a seamless blend of requirements and avoiding last minute construction delays and preventing future code violations. Unfortunately, this initiative is only employed for new construction, but in the future efforts can be made to utilize this relationship when existing housing violations are discovered.

In an effort to address the issue of a sub-par inspection cycle, the City, through DHUD entitlement funding will again pay for 2 of the 3 inspectors that currently make up the Concentrated Code Enforcement Division. The City realized the great need for additional staffing in this division and allocated City resources to fund a third Officer and with the addition of this extra person we expect to inspect more units per year and will hopefully allow the City to reduce the inspection cycle to once every two years. The shorter inspection cycle of residential, multi-family buildings will identify violations earlier and help to maintain the quality of housing before it gets too deteriorated. In addition to CDBG and HOME funded Inspectors, the City is also administering a HUD funded Lead Hazard Reduction Demonstration Grant. The City has added to its Policies and Procedures in order to receive funding a mandatory Code inspection must be done if the Certificate of Compliance (COC) has expired. If the COC is valid an intermediate evaluation will be done. Regardless of the COC status, the property must be brought up to the City's minimum standard Housing Code by the end of the construction period. Also, the City's CDBG funded Housing Rehab Program will continue to operate through the upcoming Fiscal Year which provides grants to low income property owners to address document Code violations in their homes.

Discussion

No Further Discussion

AP-85 Other Actions – 91.220(k)

Introduction

This section consists of actions and strategies to be implemented by the City that will: address obstacles to meeting underserved needs; to foster and maintain affordable housing; to reduce lead based paint hazards; to develop institutional structure and to enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

For the most part, the City has been able to address all of Goals and Priority Needs identified in the Consolidated Plan. However, due to the continued demand for resources to support social services, affordable housing and homelessness prevention, there are needs that could be considered underserved. Those underserved needs include: Economic Wellbeing for all Manchester Citizens; Provide Support to Manchester Businesses; Provide Fair Housing Counseling and Representation; and Access to Supportive Services That Target Refugees. Although the City only committed less than 1% of its Entitlement funding to address these needs, it is important to note that the City leveraged other sources of funding to address identified Priority Needs. \$18,560,422 of Affordable Housing Trust, State, Bond and Enterprise funding has been included in the Mayor's 2018 budget to address the following Priority Needs: Provide Fair Housing Counseling and Representation; Supportive Neighborhood Living Environments; Access to Health Care; and To Address Deteriorating Streets, Sidewalks, Etc. The Economic Development Director and his support staff will provide technical assistance to businesses and connect them with available resources in an effort to create jobs and increase Manchester's tax base.

Actions planned to foster and maintain affordable housing

The City's efforts in this regard are evident through its continued financial support to the various housing related initiatives provided directly by the City, and by local housing advocacy organizations. As noted in the activity summary, the City allocates HOME, ESG and CDBG funds to carry out its affordable housing program. The range of activities in the coming year will include but not be limited to the following: homeless prevention counseling, rapid re-housing activities, tenant based rental assistance, fair housing activities, housing rehabilitation programming, concentrated code enforcement, community housing development organization affordable housing development and traditional affordable housing development.

Actions planned to reduce lead-based paint hazards

The following provides a description of the strategies in place for the remediation and management of lead based paint and related health problems in the City.

Effectiveness of Lead Hazard Control Program (Manchester Housing Initiatives)

Brought over \$9,500,000 in federal funds into the City; Have trained 76 new contractors and workers in lead safe work practices, and expect to train an additional 10 per quarter over 3 years; Have inspected 789 units, creating 774 lead-safe homes; For the ongoing 3-year project, we plan to assess at least 205 units, and repair 185 units.

Other Program Elements

The City of Manchester has been involved in preventing childhood lead poisoning since the 1970s. In 1997, Manchester was identified as a high-risk community for lead poisoning. In response, the City implemented a comprehensive program to eliminate the hazards of lead-based paint, focused in particular on achieving improved health outcomes for under-income families. In 2011, test results showed that 36% of New Hampshire children under the age of six with Elevated Blood Lead Levels (EBLLs) reside in Manchester. When compared to the rest of the state, Manchester had more than five times as many cases of lead poisoning for this age group.

To better coordinate its lead poisoning prevention activities, the Health Department has formed the Manchester Partnership for Safe and Healthy Homes. This group of stakeholders is comprised of pediatric providers, the public health community, tenants, property owners, other city officials and community-based organizations.

In November 2015, the City was awarded a \$3.6 million dollar Lead Hazard Reduction Demonstration Grant, of which \$2.9 million are federal dollars and \$737,000 are match dollars. These funds are allocated to support lead hazard assessment and construction, training, education and outreach activities, and to cover administration of the project. So far this cycle, the program has assessed 132 housing units, and repaired 101 units, which is 25% ahead of schedule.

The program has trained 76 workers, educated over 200 renters about lead hazards, and reached out to over 3,500 Manchester residents through outreach events, mailers and newsletters. This exceeds the education and training benchmarks for the current three-year project period. The program recently launched a new logo and web presence, including social media. The program is also hosting its first student intern, who receives college credit for working on a project related to lead-safe housing.

Actions planned to reduce the number of poverty-level families

While no single agency or office in the City of Manchester has overall charge of an “anti-poverty strategy”, many programs operate under the premise of mitigating the cause of poverty, and making significant, permanent improvements in the lives of low and very low-income residents. It is also clear that the effort to increase the supply of affordable housing, services and jobs is an important part of an anti-poverty strategy. The lack of sufficient affordable housing in any community contributes to the economic difficulties of individuals or families who can barely afford – or who cannot afford – shelter. Conversely, when low or very low-income individuals are expending no more than thirty percent of their income on housing, they presumably have the ability to pay for other essential needs, such as food, utilities and healthcare. Thus, the City’s and agencies’ programs and policies address the spectrum of issues often facing the poor or near poor in our society.

Other efforts to reduce poverty, administered by Manchester Community Resource Center and various local human service agencies include:

- Emergency and Crisis Oriented Services:
- Health Services
- Nutrition
- Homelessness Prevention/Rapid Rehousing Services
- Domestic Violence Prevention
- Drug and Substance Abuse Treatment
- Safe Station Respite Services
- Crime Prevention
- Immigrant & Refugee Services
- Support to Abused and Neglected Children
- Comprehensive Program Services:
- Employment and Skills Training
- Vocational and Remedial Education
- Budgeting and Personal Finance
- New Citizen Assimilation Initiatives
- Affordable Housing
- Child Development Programs/Day Care Services
- Elderly Services
- Pediatric Health Care
- Concentrated Code Enforcement
- Housing Rehabilitation Services
- Recreation Programs
- Youth Counseling, Programming & Supportive Service

Actions planned to develop institutional structure

The institutional structure for housing in Manchester, other than those of the CIP staff and both local non profit and for profit housing providers, primarily involves Manchester Housing and Redevelopment Authority (MHRA).

MHRA was established by state statute as the local housing authority and the redevelopment agency for the City. Five commissioners who are appointed for staggered five-year terms by the Mayor govern the Authority. MHRA owns and manages 1,270 units of family and elderly housing in various sites throughout the City. It also administers 1,813 units of rental assistance under its Housing Choice Voucher (HCV) Program, 138 VASH vouchers, 100 Vouchers for Non-Elderly Persons with Disabilities and assists 23 additional households through the MOD/SRO Program.

Actions planned to enhance coordination between public and private housing and social service agencies

The coordination of efforts between MHRA, which administers local housing resources, local non-profits such as Neighborworks Southern New Hampshire, The Way Home, Families In Transition, Helping Hands, Harbor Homes and New Horizons along with other service providers in the community, is emphasized. Representatives of the organizations mentioned above are also active in the Greater Manchester Association of Social Service Agencies, the Continuum of Care and other coalitions.

MHRA is active in coordinating with a number of partner agencies to provide programs to assist low-income families to become economically self-sufficient. Programs mobilize a wide array of area resources to remove barriers to economic self-sufficiency for public housing residents. In concert with its partner agencies, MHRA promotes school to work and welfare to work training and transition.

The Manchester Continuum of Care (MCoC) exists to promote coordination between Manchester's homeless service providers and other community leaders in the ongoing development of a comprehensive system of care. MCoC will help in the coordination and use of community resources to prevent homelessness by helping families and individuals move from homelessness to successful placement in permanent housing.

Discussion

No further discussion in this section.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

The following narratives and charts describe the City of Manchester's compliance with CDBG, HOME and ESG program specific requirements.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City does not intend to invest HOME funds in any activity or form that is not described in Section 92.205(b) of the HOME regulations.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

All Home Ownerships projects will be consistent with the provisions of 24 CFR Part 92. The program recapture guidelines shall be as follows:

a) The HOME assistance provided will be in the form of a loan with varying repayment terms. In the event that the HOME affordability requirements are not complied with, the City will recapture the HOME investment in accordance with 24 CFR 92.254(a)(5)(ii). A Promissory Note/Restrictive Covenant and Mortgage will be recorded to secure the debt. The Restrictive Covenant will only be discharged in the event that affordability period has expired or the HOME funding has been recaptured.

b) The affordability period term will be determined by the amount of HOME funds provided:

5 years where the per unit amount of HOME funds provided is less than \$15,000;

10 years where the per unit amount of HOME funds provided is less than \$15,000 to \$40,000; and

15 years where the per unit amount of HOME funds provided exceeds \$40,000.

c) The HOME loan will become due and payable in full upon the following circumstances:

- the borrower ceases to use the property as their principal place of residence before the expiration of the above referenced five, ten, or fifteen year affordability term,

- In the event that the home ownership property includes rental units, the borrower fails to rent the HOME-assisted rental unit(s) to an income-eligible household in accordance with 24 CFR 92.252,

- sale or transfer of the property.

-upon expiration of the five, ten or fifteen year affordability term, as applicable, the loan shall be

forgiven.

d) The amount of HOME assistance/HOME investment subject to recapture is the direct subsidy that enabled the homebuyer to purchase the property. The HOME subsidy is defined as the difference between the fair market value of the Property at the date of purchase by the Participating Owners and the affordable purchase price paid by the Participating Owners on that date.

e) If the property is sold before expiration of the affordability term, and if the net proceeds (i.e. the sales price minus loan repayment, other than HOME funds, and closing costs) are not sufficient to recapture the full HOME investment plus enable the homeowner to recover the amount of the homeowner's Subsidy and any capital improvement investment, the City may choose to divide the net proceeds. The net proceeds may be divided proportionally as set forth in the following formula:

$$\text{Home Investment} \times \text{Net Proceeds} = \text{HOME Amount to}$$
$$\text{HOME Investment} + \text{Homeowner Investment Recaptured}$$

f) All recaptured funds will be deposited into the City of Manchester's HOME program income account and will be used to carry out additional HOME-eligible activities.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The HOME assistance provided will be in the form of a loan with varying repayment terms. In some cases the loan may be forgiven upon successful completion of the affordability period. A Mortgage and a Restrictive Covenant shall provide for the recapture of the HOME subsidy by the City in the event that the requirements of 24 CFR 92.254(a)(4) are not met. The following documents will be executed and recorded with the Hillsborough County Registry of Deeds in order to secure the debt and insure compliance with 24 CFR 92.254: Mortgage Deed, Restrictive Covenant, and Promissory Note. Once the affordability period has expired or the HOME funding is recaptured, the Restrictive Covenant will be discharged.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City has no plans to use HOME funds to refinance existing debt that is secured by multifamily housing that is rehabilitated with HOME funds.

Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

"City of Manchester, NH Written Standards for the Provision of ESG Assistance (January 2017)" will be included in the Final submission of the Action Plan or is available upon request.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The MCoC is working to establish a “no wrong” door approach for Coordinated Entry, which will allow any agency or organization to be the starting point of the process for homeless individuals/families to receive essential services. Through this approach homeless individuals/families will then be diverted to the appropriate agencies. Currently, there are three intake points, but the MCoC plans to involve other relevant organizations, such as mental health agencies and outreach workers. The MCoC is working towards developing a system for prioritization and a method to streamline resources that will be easy for clients and the community to understand. A coordinated entry phone system has been set up that helps direct families and individuals seeking help to the appropriate services.

Families in Transition hired a new Coordinated Entry specialist to help implement Manchester’s Coordinated Entry plan. In addition, the MCoC has established a Coordinated Entry Committee.

Communication around this will be shared with the community in a variety of ways including signage at places where homeless are known to congregate, outreach to camps, information provided to schools/city resources, City and State welfare offices and all providers.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Subawards are made through the City's budget process and approved by the Board of Mayor and Aldermen. ESG allocations to nonprofit organizations will be made in accordance with the mandated caps in the HEARTH Act. The City strives to ensure that subawards are in line with the City's 10 Year Plan to End Homelessness and that the ESG dollars are maximized to complement other homelessness work being done in the community through other funding.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City of Manchester meets the homeless participation requirement by soliciting comments and feedback from homeless or formerly homeless individuals primarily through the MCoC and through its public participation process. The MCoC includes formerly homeless individuals in its membership and added one member to the Leadership Committee in August 2014 who continues to participate today.

The MCoC Homeless Liaison Committee routinely meets with homeless people, performs surveys based on community needs/MCoC data collection around emerging issues for this sector of our community. The Homeless Liaison Committee also puts a trusted and expert outreach person in the lead role of ensuring that the homeless persons' voices are heard.

The MCoC conducts an official survey of homeless individuals each summer, which is shared with the City. The survey is filled with much of the ESG HMIS required data, along with additional indicators which aid in the collaborative service delivery system of the MCoC.

5. Describe performance standards for evaluating ESG.

The City and a representative of Manchester Continuum of Care Leadership review the City's ESG subrecipients' Annual Performance Review (APR) reports on a monthly basis. All reports are monitored for data quality. Outcomes are reviewed individually based on program type. Positive outcomes are expected based on program. For example, shelters are reviewed for length of stay, connections to mainstream resources and other HUD goals. Rapid rehousing and prevention programs are expected to achieve higher program outcomes--ultimately permanent supportive housing.

Programs that are funded through the ESG program target participants who are most likely to achieve success with fairly limited assistance over a short time frame (approximately \$3,000/household divided over 6 months in a declining subsidy). The Way Home, a MCoC member organization, will continue to be actively involved with Rapid Rehousing through operating Homeless Prevention Rapid Rehousing Programs (in prior years, through the federal Recovery Act) and ESG programs. Their experience with these programs will play a large role in ensuring that the final MCoC-wide policies and procedures target households that are likely to succeed in a RRH program.

The City is routinely in contact with ESG- funded programs on any and all concerns on data quality and poor outcomes. This is conducted through written communications and technical assistance visits. The MCoC is a resource for the City and programs to ensure/build positive outcomes and work collaboratively to address challenges identified within programs.

Discussion

In conjunction with the CIP budget process, the City of Manchester solicits requests for funding from City Departments, various community agencies and organizations, for profit developers, businesses, etc. on an annual basis (a legal notice is published in the Newspaper in November). The requests are evaluated by CIP Staff and determinations are made with reference to Entitlement Funding eligibility requirements. CIP Staff recommendations on the distribution of Entitlement funding are provided to the Mayor and the funding is appropriated as a part of the City's budget process. As a part of this process, HOME funds are allocated to non-profit organizations, Community Housing Development Organization and for-profit developers for activities such as Tenant Based Rental Assistance, Down Payment Assistance and Housing Development. As housing development requests are generally not received as a part of the annual CIP budget process, funding is set aside in a HOME Housing Initiative project and a HOME CHDO project. Both non-profit and for-profit developers have the opportunity to request funding for projects at any time during the year. Proposals can be submitted to the Committee on Community Improvement which meets on a monthly basis. Proposals for other HOME activities such as TBRA and Down Payment Assistance are also considered outside of the annual CIP budget process. Funding proposals are considered, evaluated and underwritten on a first-come, first-serve basis. The CIP staff of the Planning and Community Development Department are available to assist in answering questions on the process for applying for CIP HOME funds and information is available on the City's web site <http://www.manchesternh.gov/Departments/Planning-and-Comm-Dev/Community-Improvement-Program>.

Attachments

Citizen Participation Comments

Annual Action Public Hearing:

1/10/2017

Todd Fleming, CIP Coordinator for the City of Manchester, officially opened the Annual Action Plan hearing for the HUD FY17/City FY18 budget process. Mr. Fleming gave a brief introduction to the audience that outlined the expenditure of \$2,287,163 in entitlement funding which consists of the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnership Program funds. He explained that projects identified for funding must meet one of the HUD National Objectives. Further description was given of CDBG funds, Public Services, Capital Improvements, Infrastructure, Universal Accessibility Improvements to Public Facilities, and Administration and Planning.

Kerrie Poplin, CIP Planner for the City of Manchester, discussed the use of HOME Funds. She explained that the allocation for HOME funds was around \$500,000 (for HUD FY 17, HOME funds are \$475,275) annually with a 10% administrative cap and were a lot more restrictive than CDBG funds. The only uses of HOME funds are Tenant Based Rental Assistance, Down payment/Homebuyer Assistance, Housing Rehabilitation, and Affordable Housing Development. After discussing the types of projects eligible for funding, Ms. Poplin pointed out the lack of efforts over the last few years focused on the Down payment/Homebuyer Assistance projects due to the declining housing market and mentioned if that was an area of interest/need in the community that participation at the meetings would need to suggest that so we could then encourage the policymakers to support those initiatives. Ms. Poplin encouraged those with potential affordable housing development projects to contact CIP Staff.

Mikaela Gerry, CIP Planner for the City of Manchester, summarized the use of Emergency Solutions Grant (ESG) funding that is used to address homeless needs and activities within five categories which include: Street Outreach, Emergency Shelter, Rapid Re-housing, Homeless Prevention, and inputting data and accomplishments into the Homeless Management Information System (HMIS). Within the annual allocation of about \$135,000 (for HUD FY 17, ESG funds are \$151,302) there is a small percentage dedicated to Administration (7.5 percent) and a maximum of 60 percent can be allocated to Street Outreach and Emergency Shelter activities. Examples from each eligible category were given to illustrate the various projects that City has funded in the past. Ms. Gerry also noted that the City coordinates with the Manchester Continuum of Care (MCoC) and is an active member of the Continuum. The MCoC is a collection of 30+ agencies from the City that work to service the needs of the homeless. 21+ projects receive funding from the NOFA grant which the MCoC applies for annually.

Mr. Fleming gave the closing remarks, explaining the current needs and their associated goals. If the public felt that an important project or need was not represented within the Consolidated Plan/Action Plan that the City could amend the Consolidated Plan. Mr. Fleming encouraged attendees to talk to their Alderman if they felt strongly about addressing a certain needs or issue. He also spoke about the evaluation matrix that CIP Staff developed to use during the budgeting process. The hearing was then open up for public comment.

Peter Ramsey, President and CEO of the Palace Theatre, started off by saying the Palace Theatre has benefited from CDBG funding for years. The Palace Theatre currently has approximately 500 children involved in their acting and theatre programs. Recently, 110 children were involved in a show rehearsal for an upcoming production, many of which do not have the means to pay. Mr. Ramsey explained that

the Palace Theatre has adopted a policy to not turn down anyone whom cannot afford to pay for the programs offered. He thanks the Community Improvement Program for their efforts and notes that they make a tremendous difference to Manchester.

Renie Denton, Manchester Community Resource Center (MCRC), began by explaining the role of MCRC in the Manchester community. MCRC is a community based development organization that partners with the city to help achieve the goals of the Community Development Block Grant. These services include child care, senior services, nutritional programs, immigration and refugee services, youth services, job training, and healthcare services. Ms. Denton goes on to explain the benefits of the Harriman Park project to the community. She notes how the park was filled with families on opening day. She closes by thanking the Community Improvement Program for their efforts.

Ted Wing, Development Director of City Year NH, opened by thanking the Community Improvement Program. He continued by saying that the funding they receive from the city is critical to City Year NH. Funding helps the program put young, idealistic, highly trained AmeriCorps members in elementary classrooms with struggling students. Students who work with City Year Corps Members are more likely to stay on track and if students can stay on track until 10th grade they are more likely to graduate high school. Students are 75 percent more likely to graduate high school with good attendance, proper behavior, and the foundation of math and literacy.

Todd Fleming then thanked everyone for coming and sharing their comments and reminded everyone that they can submit written comments to the CIP Staff up until the date the Annual Action Plan is submitted. Mr. Fleming then closed the Public Hearing at 7:45 p.m.

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Mary Sliney, Executive Director of The Way Home, felt that one major area of concern which falls into the axis of safe and affordable housing is housing for families with small children. Currently, there are too many families squeezing into apartments that are too small. These families have mothers with extremely low income who are going to rooming housing because it is all they can afford. Rooming houses are not set up to accommodate families and are not suitable for children. For example, rooming

houses may be the only place sex offenders can find housing. There needs to be more places for families and children to go.

Todd Fleming thanked everyone for their comments and reminded them that written comments can be submitted to CIP Staff until the Annual Action Plan is submitted in May. Mr. Fleming then closed the Public Hearing at 7:30 p.m.